



Royal College of
Dental Surgeons of Ontario

Ensuring Continued Trust



Legal Advisor (14 Month Contract)

Join us!

The Royal College of Dental Surgeons of Ontario (RCDSO) is a leader in health care regulation. As the governing body for more than 10,000 dentists in Ontario, our mission is to act in the public interest by putting patients first. We are committed to transparency, accessibility, openness and fairness in all our work.

*Bring your excellent **legal expertise** and **analytical skills** to our team as a **Legal Advisor** in our **Professional Liability Program (PLP)** department.*

The Professional Liability Program (PLP) administers RCDSO's malpractice insurance program for all current and former RCDSO dentists. This includes claims management, insurance management and risk management.

The Legal Advisor provides legal support to the Manager, PLP and department staff. You will assist Ontario dentists with medical and legal issues by overseeing the management of actual and potential dental malpractice litigation, and providing risk management information and advice.

What can I expect to do in this role?

You will:

- Conduct legal research and analysis, and assist PLP staff with legal issues
- Receive reports from dentists about medical and legal issues
- Interview dentists and gather information and documents to triage reported problems

- Advise dentists on options and strategies, including implications
- Provide dentists with documentation to assist them in resolving disputes themselves
- Investigate dental malpractice allegations and the potential validity of such claims
- Communicate with patients or their legal representatives regarding the merits of claims, and to negotiate settlements, if applicable
- Supervise and instruct external counsel assigned to defend dentists involved in legal proceedings
- Provide advice to dentists on how to avoid medical and legal problems through one-on-one discussions, group presentations and written material

What skills and background do I need?

The **Legal Advisor** requires:

- LL.B. or equivalent; member of the Law Society of Ontario
- Two-to-three years of medical malpractice experience
- Excellent written and oral communication skills
- Excellent organizational and analytical skills
- Ability to take initiative and work with minimal supervision
- Ability to organize and prioritize assignments, and produce a high-volume of work quickly and accurately
- Ability to work under pressure and meet deadlines
- Ability to work well within a team environment
- Knowledge of medical/dental terminology is an asset

How do I apply?

Submit a cover letter, telling us why you are interested in this position and how your skills meet our needs. Your letter and resume must be emailed to careers@rcdso.org by **September 18, 2018 at 5pm.**

Thank you for your interest; only applicants selected for an interview will be contacted.

The Royal College of Dental Surgeons is an inclusive employer.

Accommodation is available upon request under the Ontario Human Rights Code.

www.rcdso.org